

WICHITA POLICE DEPARTMENT

POLICY NO. 803

SUBJECT: KEYS	
Effective Date: 4/2/2020	Distribution: All Personnel
Reviewed/Approved Date: 2/12/2020	Next Review Date: August 2022
Approved By: <i>Executive Staff</i>	Amends/Rescinds: 9/20/2007
<i>This policy is for departmental use only and does not apply in any criminal or civil proceeding. This policy should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting</i>	

I. PROCEDURES

A. General Guidelines

1. Members of the department are accountable for all departmental keys issued to them. A member shall document a lost or stolen key with an Officer's Report directed to the bureau commander, who must authorize replacement.
2. Keys will not be transferred from one member to another. If a member no longer needs a particular key it will be returned to the authority who issued it.
3. Members of the department who terminate or retire shall turn in all departmental keys in their possession to immediate supervisor.

B. Door Keys

1. Keys to doors located within City Hall are issued by Information Services, who shall maintain a list of key(s) assigned to individual department members.
2. Keys to doors which are police department property but are not in City Hall are issued by the Bureau Commander who has control over the door. The Bureau Commander shall keep a listing of which department members have been given which key number(s).
3. Request for keys to doors within City Hall must be approved by a supervisor.
4. A key for each police department door within City Hall is maintained in the Records supervisor's office. These keys may be checked out by members who need access, for duty-related reasons, to areas of the building which are locked. Prior to obtaining any key, a member shall enter the following information in the records supervisor's "Key Log":

- a. Name and identification number
- b. Area the key will grant access to
- c. Number and letter(s) punched on the key [e.g., 57BF]
- d. Reason access is needed
- e. Check-out time and date
- f. Check-in time and date